

REQUEST FOR RESERVATION OF MSFC PICNIC AREA			DATE OF REQUEST:		
PART I - COMPLETED BY REQUESTER (MSFC Employee) (Requests from on-site contractors require approval of on-site manager and concurrence of contracting officer)					
TO: <div style="text-align: center; font-weight: bold;">CD10X</div>		FROM (Typed name of requester):		ORGANIZATION SYMBOL:	OFFICE PHONE NUMBER:
DATE PICNIC AREA DESIRED:		TIME (Hours)		TYPE OF GROUP (Scouts, Church, Office, etc.):	
<input type="checkbox"/> EAST AREA <input type="checkbox"/> WEST AREA		FROM:		TO:	
NUMBER OF PEOPLE IN PARTY:		ELECTRICITY REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO		REQUEST PERMISSION FOR BEER: <input type="checkbox"/> YES (If "yes", number of cases to be brought to the area: _____) <input type="checkbox"/> NO	
WILL FIRE BE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		FURTHER INFORMATION (if needed):		EQUIPMENT REQUESTED: <input type="checkbox"/> HORSESHOES <input type="checkbox"/> BASKETBALL <input type="checkbox"/> OTHER (Explain:) <input type="checkbox"/> VOLLEY BALL <input type="checkbox"/> NET	
<i>Requester agrees to comply with all existing regulations governing use of the picnic area and is responsible for the conduct of his/her guests. Particular attention should be given to insuring trash is placed in proper receptacles and lids are closed.</i>					
TYPED NAME AND SIGNATURE OF REQUESTER:					
PART II - NASA EXCHANGE - MSFC BRANCH					
TO:				FROM: <div style="text-align: center; font-weight: bold;">CD10X</div>	
RESERVATION REQUEST ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL:		DATE:	
PART III - COMPLETED WHEN REQUESTED BY NON-NASA ORGANIZATION AND/OR WHEN REQUESTING PERMISSION TO SERVE BEER					
REQUEST FOR USE BY NON-NASA ORGANIZATION IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		REQUEST TO SERVE BEER IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		TYPED NAME AND SIGNATURE OF APPROVING AUTHORITY AND DATE:	